

JOB AID

RESIGNATION ACTION SAMPLE

HR ASSISTANT

1. HR Assistant initiates RESIGNATION action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA/Rep Checks (EHRP) Request



TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3863	sp47e@nih.gov	Resignation	09/13/2004	09/13/2004 15:42:59
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/30/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent		Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
54329876	Fred		McFly				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Technical Information Specialist	GS	1412	14	10			
Position Number	65748392	Job Code	000078	CAN*	88888888		
TK Number*	11111	Base Salary	96637	Total Salary	110775		
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)


New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice		

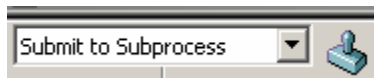
ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

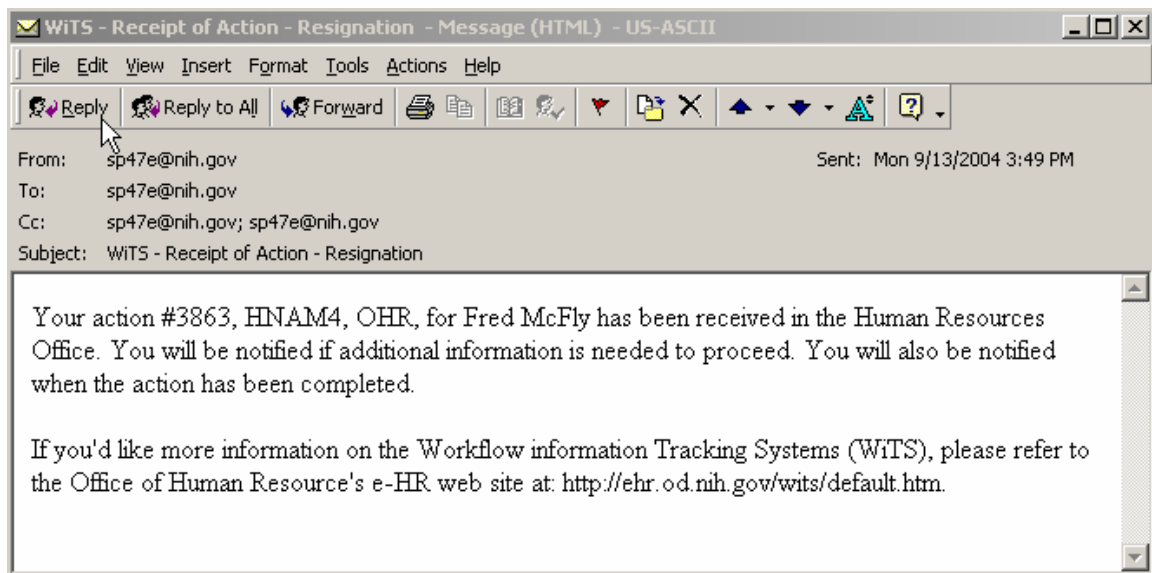
COMMENTS

Comments/Status	
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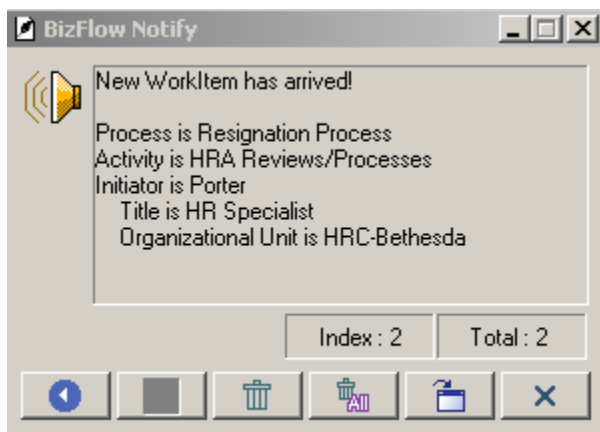
2. HR Assistant selects “Submit to Subprocess” and clicks on  to end the “Initiate Action” process and retrieve the Resignation input sheet.



An automatic email notice that the Resignation action has been received in HR is sent to the addressee(s) shown in the AO’s Email Address field of the input sheet, for example:



3. HR Assistant receives e-mail or WiTS pop-up window notification that a new workitem has been received.



- HR Assistant opens Resignation action to retrieve and complete the “Resignation” section that has been added at the bottom of the Initiating Action input sheet.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRA Reviews/Processes



TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3863	sp47e@nih.gov	Resignation	09/13/2004	09/13/2004 15:42:59
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/30/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/13/2004 15:49:26	Date Initiated/Sent		Priority
Date Returned to IO		Date Returned to IO		Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name		
54329876	Fred		McFly		
Position Title	Pay Plan	Series	Grade	Step	Pay Band
Technical Information Specialist	GS	1412	14	10	
Position Number	Job Code	CAN*	88888888		
65748392	000078				
TK Number*	Base Salary	Total Salary	110775		
11111	96637				
Certificate Type	N/A				

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice				

ORIENTATION INFORMATION

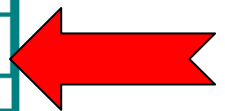
Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		


COMMENTS

Comments/Status	
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RESIGNATION

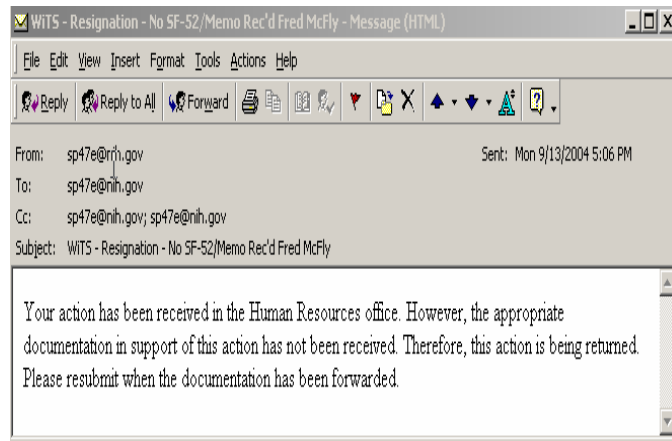
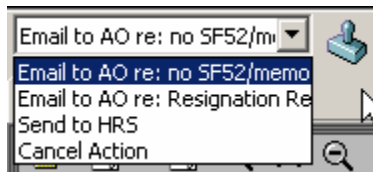
Date of Resignation	Type of Separation*	Date to ER Office
10/30/2004	Resignation	
Reason for Resignation*	Accepted a position as Golf Pro at the Timbukto Country Club.	
Federal Benefits	Benefits Type	Date Exit Survey Info Sent
Yes	FEHBP - TCC	09/27/2004




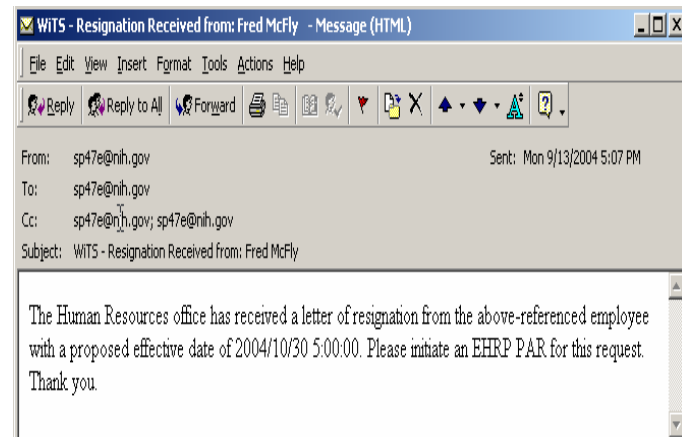
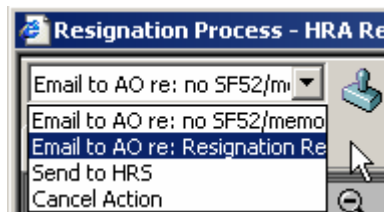
- When the EHRP PAR has been initiated and the SF-52/letter of resignation has been received: HR Assistant selects “Send to HRS” and clicks on  to forward Resignation action to HR Specialist for review.

Send to HRS	
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- ***If the HR office receives an EHRP PAR but has not received the employee's resignation SF-52/letter of resignation:*** HR Assistant selects “***Email to AO re: no SF52/memo***” and clicks on  to send the email to the AO for action. (***Note:*** Action returns to the HR Assistant's worklist--not automatically cancelled. To cancel, HR Assistant opens the Resignation action and selects “Cancel Action” to move it from the *Active* to *Archive* bizcove.)



- ***If the HR office receives a letter of resignation directly from an employee and the EHRP PAR has not been initiated by the AO:*** HR Assistant selects “***Email to AO re: Resignation Received***” and clicks on  to send the email to the AO requesting the EHRP PAR be initiated. (***Note:*** Action returns to the HR Assistant's worklist.)



HR SPECIALIST

6. HR Specialist receives e-mail or WiTS pop-up notification of new workitem.

7. HR Specialist opens and reviews the WiTS Resignation action.

DHHS/NATIONAL INSTITUTES OF HEALTH

HRS Reviews

OHR Office of
Human Resources
Partners in Science

TRANSACTION INFORMATION

* Required fields

WITS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3863	sp47e@nih.gov	Resignation	09/13/2004	09/13/2004 15:42:59
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/30/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/13/2004 15:49:26	Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
54329876	Fred		McFly				
Position Title	Pay Plan	Series	Grade	Step	Pay Band	Pay Cluster	
Technical Information Specialist	GS	1412	14	10			
Position Number	65748392	Job Code	000078	CAN*	88888888		
TK Number*	11111	Base Salary	96637	Total Salary	110775		
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary		New Total Salary		Vice		

ORIENTATION INFORMATION


Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

COMMENTS

Comments/Status	
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RESIGNATION

Date of Resignation	10/30/2004	Type of Separation*	Resignation	Date to ER Office	
Reason for Resignation*	Accepted a position as Golf Pro at the Timbukto Country Club.				
Federal Benefits	Yes	Benefits Type	FEHBP - TCC	Date Exit Survey Info Sent	09/27/2004

8. HR Specialist selects "Send to SPA" and clicks on  to forward Resignation action to the SPA.

Send to SPA	
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SPA

9. SPA receives e-mail or WiTS pop-up notification of new workitem.
10. SPA reviews pages 1 and 2 and enters the *Effective Date* on page 3 of the Resignation input sheet.

On Page 1  1/3  -- SPA reviews **Transaction Information** and **Current Employee/ Position Information** sections of the Resignation input sheet.

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SPA

TRANSACTION INFORMATION

* Required fields

WiTS #	AO's Email Address*	Action Type*	Date SF-52 Recv'd	Date Entered
3863	sp47e@nih.gov	Resignation	09/13/2004	09/13/2004 15:42:59
Administrative Code*	Institute/Center	Organization Initials	Proposed Effective Date*	
HNAM4	OD	OHR	10/30/2004	
HR Assistant*	Porter, Sharon	HR Specialist*	Porter, Sharon	HR SPA*
Date Initiated/Sent	09/13/2004 15:49:26	Date Initiated/Sent		Porter, Sharon
Date Returned to IO		Date Returned to IO		Priority
				Medium

CURRENT EMPLOYEE/POSITION INFORMATION

Employee ID	First Name	MI	Last Name				
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65748392	000078						
TK Number*	Base Salary	Total Salary		110775			
11111	96637						
Certificate Type	N/A						

NEW POSITION INFORMATION (Complete for any action where the Position Title, Series or Grade has changed, e.g. Career Change.)

New Position Title	New Pay Plan	New Series	New Grade	New Step	New Pay Band	New Pay Cluster
New Base Salary	New Total Salary	Vice				

ORIENTATION INFORMATION

Orientation	CSD Orientation Contact	Orientation Contact Phone Number
Orientation Date	Duty Station	Hire Type
Fingerprints Required		

COMMENTS



Comments/Status

CLASSIFICATION

Standard QC PD	Position Audited
Pos. Audit Start Date	Pos. Audit Type
Pos. Audit End Date	Date Class Started
Date of Class. Allocation	Date Class Completed
Date Position Number Req's'd	Date Job Code Requested
Date Position Number Rec'd	Date Job Code Received
New Position Number	New Job code

RETURN TO DUTY

Return To Duty Date

On Page 2  2/3  -- SPA reviews the **Resignation** section of the Resignation action input sheet.

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RECRUIT AND SELECTION

Advertise Job	<input type="text"/>	Readvertise Job	<input type="text"/>
Ann Number	<input type="text"/>	DEU Cert Number	<input type="text"/>
Date Ann Opened	<input type="text"/>	Date DEU Cert Reqst'd	<input type="text"/>
Date Ann Closed	<input type="text"/>	DEU Request Number	<input type="text"/>
Date to Select. Official	<input type="text"/>	Date DEU Cert Issued	<input type="text"/>
Selection Date	<input type="text"/>	Date DEU to Select. Official	<input type="text"/>
Date Selection Rec'd in HR	<input type="text"/>	DEU Selection Date	<input type="text"/>
Type of Selection	<input type="text"/>	Date DEU Cert Ret'd	<input type="text"/>
Selection Type	<input type="text"/>	DEU Cancellation Date	<input type="text"/>
Job Offer Date	<input type="text"/>	Cancellation Date	<input type="text"/>
Job Offer Response Date	<input type="text"/>	Date QH Cert Issued	<input type="text"/>
SF-75 Info Required	<input type="text"/>	EOD Date	<input type="text"/>
Date SF-75 Info Reqst'd	<input type="text"/>	Multidisciplinary Pos.	<input type="text"/>
Date SF-75 Info Rec'd	<input type="text"/>	NIH 2028 Req. for Travel	<input type="text"/>
NTE Date	<input type="text"/>	Date of HR Auth. of 2028	<input type="text"/>
Date Pre-Recruit Form Sent	<input type="text"/>	Date Pre-Recruit Form Rcv'd	<input type="text"/>
Priority Placement	<input type="text"/>	Special Salary Rate	<input type="text"/>

AWARDS

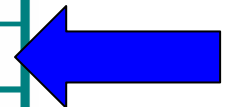
Award Type	<input type="text"/>	Award Amount	<input type="text"/>
Justification	<input type="text"/>	Nominating IC	<input type="text"/>
Individual/Group	<input type="text"/>	Award Period Start Date	<input type="text"/>
Group Recipients	<input type="text"/>	Award Period End Date	<input type="text"/>

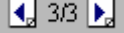
CAREER CHANGE

Career Change Type	<input type="text"/>	Reason for Change	<input type="text"/>	NTE Date	<input type="text"/>
Other Reason	<input type="text"/>			Career Change EOD Date	<input type="text"/>

RESIGNATION

Date of Resignation	10/30/2004	Type of Separation	Resignation	Date to ER Office	<input type="text"/>
Reason for Resignation	Accepted a position as Golf Pro at the Timbukto Country Club.				
Federal Benefits	Yes	Benefits Type	FEHBP - TCC	Date Exit Survey Info Sent	09/27/2004



On Page 3  -- SPA enters **Effective Date** in SPA Action Processing section of the Resignation input sheet.

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PAY (including ATM, 3Rs, PSP and PCA)

Amount of Increase (dollar)	<input type="text"/>	Amount of Increase (percent)	<input type="text"/>	Date to SPT	<input type="text"/>
Total Compensation	<input type="text"/>	New Total Compensation	<input type="text"/>	Date Returned From SPT	<input type="text"/>
Above the Minimum (ATM)	<input type="text"/>	ATM Step	<input type="text"/>	Date ATM Initiated	<input type="text"/>
ATM Approved	<input type="text"/>	Date ATM Approved	<input type="text"/>		
3Rs	<input type="text"/>	Retention Bonus Amt	<input type="text"/>	Retention Bonus NTE Date	<input type="text"/>
New Retention Bonus	<input type="text"/>	Retention Bonus Approved	<input type="text"/>	Retention Bonus Approval Date	<input type="text"/>
Recruitment Bonus Amt	<input type="text"/>	Recruitment Bonus Approved	<input type="text"/>	Recruitment Bonus Approval Date	<input type="text"/>
Relocation Allowance Amt	<input type="text"/>	Relocation Bonus Approved	<input type="text"/>	Relocation Bonus Approval Date	<input type="text"/>
Date to HR Director	<input type="text"/>	Date Returned From HR Director	<input type="text"/>	Date to NCC	<input type="text"/>
Date Returned From NCC	<input type="text"/>				
Physician Special Pay	<input type="text"/>	Scarce Specialty Amt	<input type="text"/>	Geo Location Pay	<input type="text"/>
PSP Start Date	<input type="text"/>	PSP Stop Date	<input type="text"/>	Length of Service	<input type="text"/>
Executive Position	<input type="text"/>	Exceptional Quals	<input type="text"/>	FT Status	<input type="text"/>
Board Cert 1	<input type="text"/>	Board Cert 2	<input type="text"/>	PSP Approved	<input type="text"/>
PSP Approval Date	<input type="text"/>				
PCA	<input type="text"/>	PCA Start Date	<input type="text"/>	PCA Stop Date	<input type="text"/>
New Physician Comp Allowance	<input type="text"/>	PCA Contract Length	<input type="text"/>	PCA Annual Amt	<input type="text"/>
PCA Approved	<input type="text"/>	PCA Approval Date	<input type="text"/>	Mission Specific Allowance	<input type="text"/>

CHANGE IN SCHEDULE/HOURS

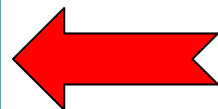
Tour of Duty Old	<input type="text"/>	Tour of Duty New	<input type="text"/>	Benefits Affected	<input type="text"/>
Hours per Pay Period Old	<input type="text"/>	Hours per Pay Period New	<input type="text"/>		
Date New Position Number Requested	<input type="text"/>	Date New Position Number Received	<input type="text"/>	New Position Number	<input type="text"/>


LWOP

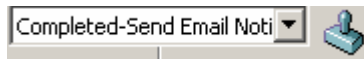
ER Related	<input type="text"/>	Federal Benefits	<input type="text"/>	Benefits Type	<input type="text"/>
LWOP NTE Date	<input type="text"/>				

SPA PROCESSING

Effective Date*	<input type="text" value="10/30/2004"/>		
SPA PSP Start Date	<input type="text"/>	SPA PSP Stop Date	<input type="text"/>
SPA PCA Start Date	<input type="text"/>	SPA PCA Stop Date	<input type="text"/>
SPA Comments	<input type="text"/>		



11. SPA selects “Completed-Send Email Notification” and clicks on  to complete the WiTS Resignation action to move it from the *Active* to the *Archived* bizcove.



12. Completed action sends an automatic email to the addressee(s) shown in the AO's Email Address field of the input sheet.

WITS #	AO's Email Address*
3863	sp47e@nih.gov

Sample email message....

